

Tucson City Court Administrative Directive

SUBJECT	NUMBER PAGE
	260-11 1 of 2
CASE DELETION POLICY	PAGE ISSUE DATE
	March 4, 2011
	REVISED DATE
	April 10, 2012

I. PURPOSE

To establish a policy for the deletion of cases from the Court's automated case management system.

II. <u>POLICY</u>

Authorization for deletion of cases from the Court's automated case management system is restricted to the following individuals:

Court Administrator Assistant Court Administrators Court Services Manager

Case(s) selected for deletion will be reviewed by all three of the above individuals and the attached review sheet will be signed by all three before the case(s) will be deleted from the Court's automated case management system.

III. PROCEDURE

- A. Court Section Managers or Supervisors who have identified a case they believe should be deleted from the Court's automated case management system will complete and submit the attached memorandum. Examples of criteria for deletion include:
 - 1. Duplicate case entry (citation entered twice)
 - 2. More than one citation on a case (seven charges two citations on one case)
- B. After receiving the signed memorandum, Court Services Manager will delete the case(s) and complete the log (example attached) which will be saved electronically in the S:\Court Services\Deleted Cases folder. The memorandum will also be scanned and placed in this folder.



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CASE DELETION POLICY	PAGE ISSUE DATE	
	March 4, 2011	
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REVIEW RESPONSIBILITY: The Court Adm Administrative Directive for revision or deletion		
	Apr: 1 40	, 20/2
PRESIDING MAGISTRATE	DATE	



MEMORANDUM

	DATE:
TO:	FROM:
SUBJECT: Request For Deletion of Case	
I request that case numberautomated case management system. I request that following reason(s):	be deleted from the this case be deleted for the
Court Services Manager's review on	Delete Do not Delete
Assistant Administrator's review on	Delete Do not Delete
Court Administrator's review on	Delete Do not Delete
Case was deleted on, by	•

Log of Cases Deleted from AZTEC

Date Deleted	Case Number	Reason for Deletion	Deleted By
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